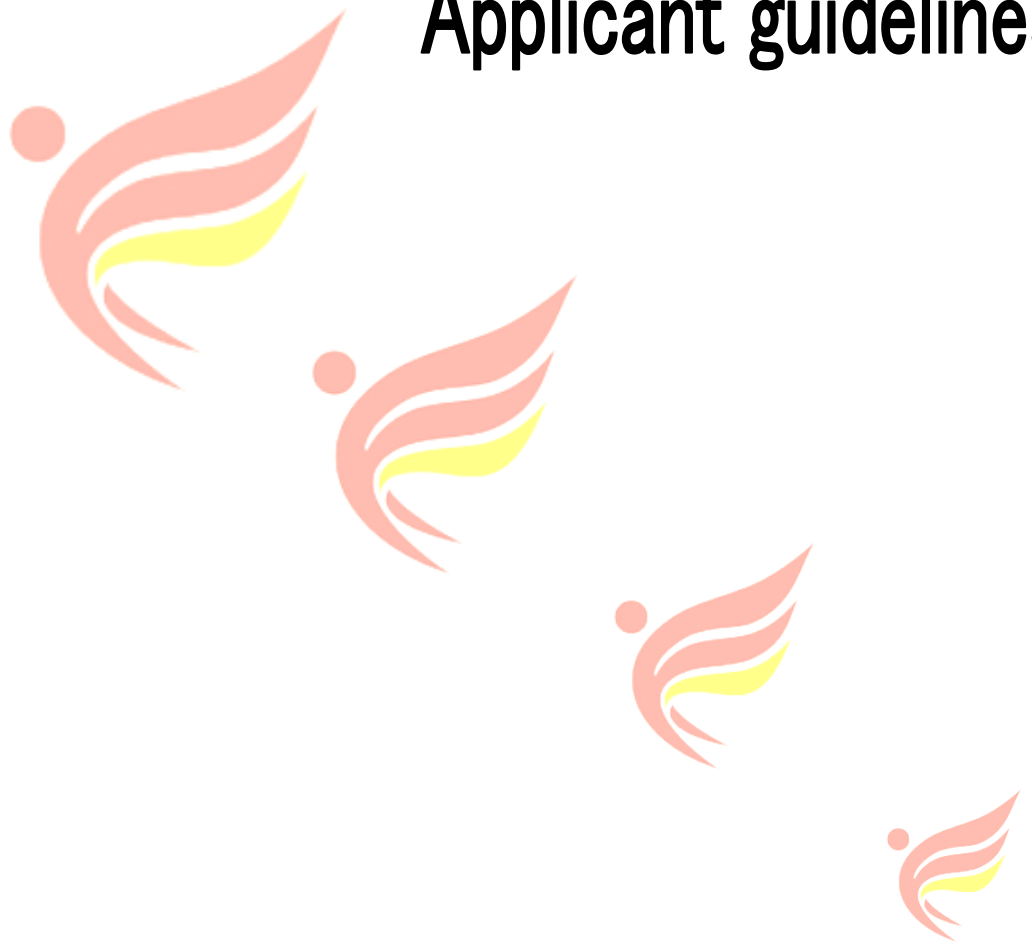




Applicant guidelines



Course information

Course	Enrollment month	Application deadline	Application submission at Immigration Bureau of Japan	The time of issuance of Certificate of Eligibility
University Prep. 1 year	April	Late October of the previous year	Late November of the previous year	Late February of the same year
University Prep. 2 years	April	Late October of the previous year	Late November of the previous year	Late February of the same year
University Prep. 1 year 6 months	October	Late April of the same year	Early June of the same year	Late August of the same year

Class hours [50 minutes per lesson]

Morning classes [Mon~Fri]		Afternoon classes [Mon~Fri]	
1	09:00~09:50	1	13:10~14:00
2	09:55~10:45	2	14:05~14:55
	Break «10 minutes»		Break «10 minutes»
3	10:55~11:45	3	15:05~15:55
4	11:50~12:40	4	16:00~16:50

Application requirements

- Those who have foreign nationality and have reached the age of 18 at the time of application.
- Those who have completed a curriculum equivalent to 12 years of school education in Japan.
- Those who have the ability to pay for your own expenses during stay.
- Those who have a clear idea of the purpose of their study abroad and the will of their goal.
- Application qualifications for each course (Japanese language proficiency)
 - University Prep. 1 year course « Enrollment in April »
Applicants must have passed an examination equivalent to JLPT N4 or above at the time of application and have Japanese language proficiency equivalent to JLPT N3 or above by the time of enrolment.
 - University Prep. 2 years course « Enrollment in April »
Applicants must have completed at least 150 hours of Japanese language study at a Japanese language education institution or have Japanese language proficiency equivalent to JLPT N5 or above at the time of application.
 - University Prep. 1 year 6 months course « Enrollment in October »
Applicants must have Japanese language proficiency equivalent to JLPT N4 or above at the time of application.

Entrance procedure schedule

1	Submission of application for admission	To prepare your application, please refer to the list of "application documents" in the next section.
2	Admission procedure	We will select by document screening, written exam and interview. After review, we will notify the school about the results in written form.
3	Application for Certificate of Eligibility	We will apply to Immigration Bureau of Japan for Certificate of Eligibility with the submission of application documents.

4	Issuance of the Certificate of Eligibility	We will notify the language institution about the results of Certificate of Eligibility.
5	Payment of tuition fee	We will send the school an invoice for tuition fee for those who have been issued Certificate of Eligibility. Please transfer the tuition fee to the designated bank account by the due date.
6	Sending documents for admission and immigration	After confirming the payment of tuition fee, we will mail you Certificate of Eligibility, , guidance for admission, and points to be noted regarding entry by international mail.
7	Application for visa	Once you received the documents listed in 6 as above, please apply for a visa to enter Japan at a Japanese embassy or consulate.
8	Buying airline ticket	Please buy a ticket and email us an image of the ticket with the flight and arrival time.
9	Entering Japan	Please enter Japan according to the admission guide. After entering Japan, the school's staff will support you.

Application Documents

[Notes]

- ◇ All documents, except certificates, must be issued within three months of the date of application by the Immigration Bureau of Japan and only the originals are valid.
- ◇ Please be sure to attach Japanese translation if the document is written in a language other than Japanese.
- ◇ Please note that all documents submitted to the Immigration Bureau of Japan will not be returned, except certificates. If you wish to have them returned, please inform the school when you apply.
- ◇ Please make sure that all documents you submit are completed without any blanks or omissions.
- ◇ The signature must be written in the applicant's own handwriting in ball-point pens.
The use of correction fluid is not permitted on all documents.
- ◇ If you have previously applied for Certificate of Eligibility for study abroad, work or technical training, please let us know when you apply.
- ◇ Please use an international courier service such as FEDEX, DHL, OCS, EMS while sending your original documents and please contact us with your tracking number.

Documents preparation by the applicant		Detail
1	Application for admission (School designated form)	<ul style="list-style-type: none"> ➤ Please write your name as written in your passport. ➤ If there is a gap of more than 6 months in your education or employment history, please prepare a separate statement of reasons.
2	Statement of reasons for studying abroad (School designated form)	<p>Please submit a self-introduction and a description of your purpose and motivation for studying abroad.</p> <ul style="list-style-type: none"> ※ The statement of reasons for studying abroad is very important as it will affect the outcome of the assessment. ● Japanese translation required
3	5 ID photos (4 cm×3 cm)	<ul style="list-style-type: none"> ➤ Please submit the latest photo taken within 3 months. ➤ Please write your name on the back of each photo. ➤ The photo must be clear, hatless, background-free and front facing. (And color copies are not acceptable.)
4	The written oath (School designated form)	Please make sure that you understand the content and sign it in by yourself.

5	Letter of guarantee (School designated form)	Please make sure that you understand the content and sign it by your parents or your financial supporter.
6	Health status declaration (School designated form)	Please fill in as much detail as you can about your health by yourself .
7	Passport [copy]	<ul style="list-style-type: none"> ➤ If you have not obtained a passport, please submit an original document issued by a public authority, such as an ID card. ➤ If you have a history of entering and exiting Japan, please submit a copy of all pages with your entry and exit records. ➤ If you have a residence card, please submit a copy of it.
8	Diploma of final education [original]	<ul style="list-style-type: none"> ➤ Please submit a copy of diploma of final education or an original certificate of final education. ➤ If you are a senior in high school, submit an original certificate of expected graduation from high school and an original certificate of graduation from junior high school. <p>●Japanese translation required</p>
9	Certificate of enrollment or Leave absence certificate [original]	Please submit an original certificate if applicable. ●Japanese translation required
10	Transcript of final education [original]	Please submit an original copy of your transcript showing all grades during the entire period of final education. ●Japanese translation required
11	Certificate of Japanese language study [original]	Please submit an original document proving that the applicant has completed at least 150 hours of study at a Japanese language institution. The certificate must include (1)~(8) (1) Name, address, and contact information of the Japanese language institution. (2) Study period (3) Previous study period (4) Attendance record (5) Content of the lesson (6) Daily study hours (7) Final target course level (8) Materials used ●Japanese translation required
12	Certificate of passing the Japanese Language Proficiency Test [copy]	<ul style="list-style-type: none"> ➤ Applicants who have passed JLPT, JLCT or other Japanese Language Proficiency Tests should submit a copy of the certificate. ➤ Applicants who have passed NAT-TEST, J.TEST, TOPJ, J-cert or PJC, proof issued in Japan for submission to the immigration authorities is required (for a fee). ➤ Documents printed from the screen of the test results on the website of the test management organization are not acceptable.
13	Certificate of family relationship [original]	Please submit an original copy of an official certificate, such as a family register or certificate of residence, which proves family composition. ●Japanese translation required
14	Certificate of employment/career [original]	If you have been employed before, please submit original copies of your employment certificates from all the companies you have worked for. ●Japanese translation required

Documents prepared by financial supporter		Detail
15	Expense payment pledge (School designated form)	If the financial supporter is not you or your parents, please explain how you accepted to be the financial supporter on behalf of the applicant's parents. ●Japanese translation required
16	Documents that prove the relationship between the applicant and the financial supporter	<ul style="list-style-type: none"> ➤ Please submit an original copy of certificate of parent-child relationship, kinship, etc. proven by a public institution.(e.g. Birth certificate or Kinship certificate) ➤ In the case of a family register, please submit a copy of the page that shows the address of the household and matters of the personal status and occupation of all households.
17	Certificate of bank balance [original]	Please submit an original copy of bank balance issued within the last three months in the name of the financial supporter.
18	Description of asset formation [any format]	Please submit a description of how you formed the fund (bank balance). ●Japanese translation required
19	Certificate of asset formation process [copy]	<ul style="list-style-type: none"> ➤ Please submit a copy of your passbook or an original copy of deposit/withdrawal details for the past 1 year as document to substantiate the process of formation of the funds shown in the certificate of bank balance. ➤ Please make sure that your passbook shows the details of the transaction (transaction date, amount and balance), name of the depositor, name of the financial institution, and account number. ➤ Please submit a statement of reasons (any format) if you have noteworthy history or supplementary information on the deposit/withdrawal details. ➤ Deposit/Withdrawal details that are less than 1 year may not be considered as document screening. ●Japanese translation required
20	Certificate of employment [original]	<ul style="list-style-type: none"> ➤ If you are an office worker, please submit an original copy of proof of employment issued by your employer or a public institution. ➤ Please submit a certificate of employment that includes the company name, address and contact information, period of employment, job description, position, etc., the signature and seal of the person in charge, and the date of issue. ➤ If you are running a business, please submit a copy of the certificate such as business license or business registration certificate. (Self-employed, agricultural workers, etc.) ●Japanese translation required
21	Certificate of income [original]	Please submit an original copy of certificate of income for the past 1 year issued by a government institution. <ul style="list-style-type: none"> ➤ A certificate of tax payment issued by a government department stating the amount of income for the past 1 year can be substituted. ●Japanese translation required

Dormitory

All students are required to live in the dormitory provided by the school for the first 6 months unless there are special circumstances. After that, the contract will be renewed every 6 months, and you may stay until you graduate from our school. (If you wish to renew your contract, the renewal procedure must be completed at least two months before the renewal date.

The dormitory fee will be paid every 3 months.) In addition, our school staff will pick you up at Fukuoka Airport for students who use the dormitory.

Please choose from the following three types of dormitories.

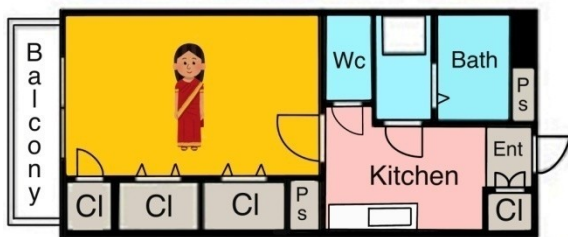
Dormitory fee / Type	A (1 bedroom / single)	B (2 bedrooms / 2 people sharing)	C (2 - 3 bedrooms / 4 - 6 people sharing)
1 month	46,000 yen	35,000 yen	20,000 yen
3 months	138,000 yen	105,000 yen	60,000 yen
6 months	276,000 yen	210,000 yen	120,000 yen

Facilities; All rooms are equipped with Wi-Fi for unlimited internet access and air conditioner. Beds (in case of 4 - 6 people sharing, beds are bunk beds.), bedding, rice cooker, refrigerator, washing machine, vacuum cleaner, etc.

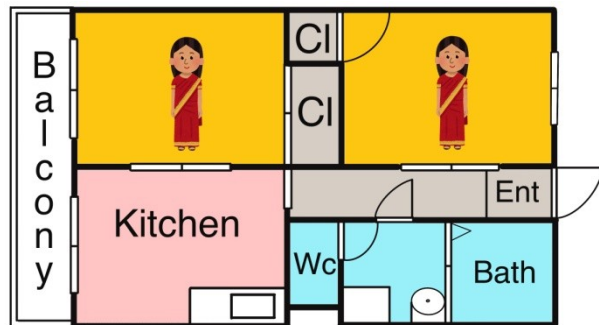
[Note]

✧ You will be responsible for paying your own electricity, gas, and water bills.

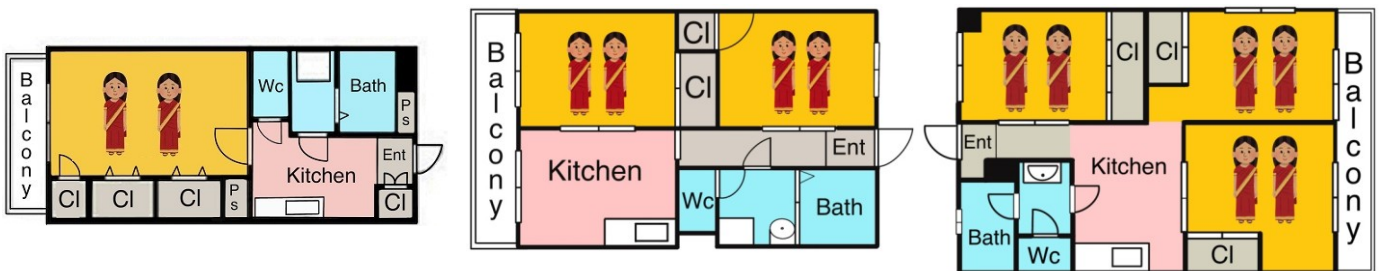
Layout Type A Single



Layout Type B 2 people sharing



Layout Type C 4 - 6 people sharing *Type C can be one of the following



Payment

《Tuition fee》

Enter in October [University Prep.1 year course]

Applicable period of tuition fee payment	Screening fee	Entrance fee	Tuition fee	Other expenses	Total
1st year	20,000 yen	80,000 yen	600,000 yen	58,000 yen	758,000 yen

Full term (Total) : 758,000 yen

Enter in April [University Prep.2 years course]

Applicable period of tuition fee payment	Screening fee	Entrance fee	Tuition fee	Other expenses	Total
1st year	20,000 yen	80,000 yen	600,000 yen	58,000 yen	758,000 yen
2nd year (Apr~Sep)	-	-	300,000 yen	58,000 yen	358,000 yen
2nd year (Oct~Mar)	-	-	300,000 yen	-	300,000 yen

Full term (Total) : 1,416,000 yen

Enter in October [University Prep.1 year 6 months course]

Applicable period of tuition fee payment	Screening fee	Entrance fee	Tuition fee	Other expenses	Total
1st year	20,000 yen	80,000 yen	600,000 yen	58,000 yen	758,000 yen
2nd year(Oct~Mar)	-	-	300,000 yen	35,000 yen	335,000 yen

Full term (Total) : 1,093,000 yen

[Note]

☆ Other expenses include textbooks, extracurricular activities, health checkup fees, accident insurance, etc.

《Dormitory fee》

Those entering the dormitories are required to pay six months' rent in advance at the time of application for the first time only. Thereafter, residents are required to pay three months' rent to the financial account specified by the manager at the time of the renewal procedure.

《Method of payment》

- ☆ We will send you an invoice for the amount to be paid. Please transfer the amount to the bank account designated by the school. The name of the payer must be the name on the applicant's (student's) passport.
(If the name of the payer is different, please contact us in advance.)
- ☆ All bank charges, including remittance fees, must be paid by the applicant (student).
- ☆ If you have completed the remittance procedure, please send a copy of the completed remittance document to the school by e-mail.
- ☆ Please note that the school is not responsible for any losses or problems that may occur during the remittance process.

Refund

Our policy on refunds of student fees is as follows.

1. Screening fee and entrance fee

The screening fee is not refundable since it covers the cost of screening and applying for a college student visa. The entrance fee is non-refundable regardless of whether the applicant is admitted or not, as it is the compensation for a series of office work involved in securing enrollment and preparing for the acceptance of applicant.

2. Tuition fee and other expenses

When a student requests to withdraw from enrollment or drop out of school, the principal will determine the refund based on the submitted withdrawal form. However, in the refund case, the administrative fee (5,000 yen) and bank transfer fee will be deducted from the refund amount.

Subject to refund	Date of cancellation	
	Before enrollment	After enrollment
Screening fee and entrance fee	0%	0%
Tuition fee and other expenses	100%	Refundable (*1)

【Notes】

- ◇ The numbers in the table represent the percentage of refunds.
- ◇ (*1) The refund amount will be calculated in accordance with the Consumer Contract Act and the school's refund policy based on the date of completion of the withdrawal from school (e.g., going on to higher education, returning to home country, change of status of residence, etc.).

Dealing with personal information

We pledge to deal with the personal information of students as the following.

1. Purpose of use of personal information

We will use personal information, such as names and addresses, provided by prospective students (hereinafter referred to as "personal information") only for the purpose of providing various educational services after entrance, career guidance after graduation, and other services.

We will not use personal information for any other purpose without the consent of the applicant.

2. Provision of personal information to third parties

We will not provide or entrust personal information to any third party, except the following cases.

- ① When we receive prior approval from the applicant.
- ② When we entrust dealing with personal information to a subcontractor for the purpose and to the extent necessary to comply with the usage policy clearly stated to students.
- ③ When we are required to provide the information by various laws and regulations in Japan and when we acknowledge that the provision of the information is necessary.

3. Disclosure of personal information, etc.

When we receive a request from a prospective student to disclose, change, or delete personal information, we will respond promptly after careful identification.

Contact information

aile academy

202-5, Kokubumachi, Kurume-shi, Fukuoka 839-0863

TEL : +81-942-51-2500 FAX : +81-942-80-2100

WEB : <https://aile-ac.jp/> Email : aile@aile-ac.jp

